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**UNITED STATES MISSION POLAND**  
**VACANCY ANNOUNCEMENT**

No. 15-52	<b>ADMINISTRATIVE CLERK (GSO)</b> <b>(TEMPORARY REPLACEMENT)</b>	November 23, 2015
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<b>OPEN TO:</b>	All Interested Candidates/All Sources
<b>POSITION:</b>	Administrative Clerk (GSO)(Temporary Replacement)
<b>OPENING DATE:</b>	November 23, 2015
<b>CLOSING DATE:</b>	December 7, 2015
<b>WORK HOURS:</b>	Part-time (35 hours per week)
<b>SALARY:</b>	*Ordinarily Resident: FSN- 5, PLN 54,401 (yearly gross starting salary on a full-time schedule) Not-Ordinarily Resident (NOR): FP-9* US\$ 32,498 (annual gross starting salary on a full-time schedule). *Final grade/step for NORs will be determined by Washington
<b>Length of hire:</b>	Temporary: 6-12 months

**IMPORTANT NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Warsaw is seeking an individual for the temporary position of Administrative Clerk (GSO).

**BASIC FUNCTION OF POSITION**

This position is responsible for a variety of clerical functions in support of the General Services Office operations, including reception, telephone, mail, fax and copy machine operations. Acts as the GSO Administrative Clerk, maintains the Embassy's key log, and arranges maintenance and repair service for all copiers and faxes. Acts as the GSO Receptionist - greets all visitors to the unit, answering questions when possible and directing more complex questions to responsible employees. Assists newly-arrived American employees in move-in needs. Assists in communications with Internet service providers for a limited number of houses with Internet contracts signed by the Embassy. Liaises between the tenants and ACA regarding Internet services in other locations. Sends, receives, makes copies and distributes faxes, and mail. Prepares time and attendance biweekly reports for the GSO staff. Acts as backup for the GSO Secretary, orders supplies for the office and escorts visitors as necessary. Forwards incoming calls to the appropriate employee or office, after obtaining relevant information. Handles miscellaneous clerical and typing duties, such as accepting deliveries, updating rosters, directories, and general information sheets, and maintaining chronological and subject-matter databases. May perform other clerical duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office ext. 2275.

**QUALIFICATIONS REQUIRED**

***NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.***

1. Education: Completion of secondary school is required.
2. Prior Work Experience: At least one year of general office and clerical experience is required.
3. Language Proficiency: Level 3 (good working knowledge) English is required.

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4. Job Knowledge: General knowledge of standard office practices to perform job-related tasks is required. Familiarity with Microsoft Office computer software applications, and standard office equipment is required. Familiarity with the Embassy's organizational structure, as well as a good working knowledge of US Government practices, particularly in the office management field is required.
5. Skills and Abilities: Excellent service orientation when dealing with GSO visitors and employees is required. Skill in entering data into specialized computer software applications is required. Ability to operate standard office machines and equipment is required.

### SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. veterans will be given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

Candidates for employment are normally hired at the first step. In some instances, candidates may be appointed at a higher step when exceptional qualifications or previous U.S. Government service so warrant. In such a case, the Human Resources Officer will determine the salary.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

### HIRING PREFERENCE ORDER

- 1) USEFM who is also a preference-eligible U.S. Veteran
- 2) USEFM or a preference-eligible U.S. Veteran
- 3) FS on LWOP

### ADDITIONAL SELECTION CRITERIA

1. Management will consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of *Needs Improvement* or *Unsatisfactory* on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired under a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a non-sensitive security clearance and a medical clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least six months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

### HOW TO APPLY

Applicants must submit the following documents to be considered:

1. **Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and**
2. **Any additional documentation that supports or addresses the requirements listed above (e.g., transcripts, degrees, language test scores, typing test scores, work and/or residency permits, etc.)**

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### IMPORTANT

Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

### WHERE TO APPLY

Human Resources Office  
American Embassy  
Al. Ujazdowskie 29/31  
00-540 Warsaw  
E-mail: WarsawRecruitment@state.gov  
or at Embassy Reception, ul. Piekna 14a

**EQUAL EMPLOYMENT OPPORTUNITY:** The US Mission in Poland provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

### DEFINITIONS

**US Citizen Eligible Family Member (USEFM)** – A USEFM is an individual who meets all of the following criteria:

- U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Eligible Family Member (EFM)** – An EFM for employment purposes is defined as an individual who meets all the following criteria:

- U.S. Citizen or not a U.S. Citizen: **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**

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- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of the employee, spouse, or same-sex domestic partner when such child is expected to be under such legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, or same-sex domestic partner, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e. a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**Member of Household (MOH)** – A MOH is an individual who meets all of the following criteria:

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; **and**
- A MOH is under COM authority;
- A MOH may include parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is not an EFM;
- A MOH is not listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not-Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; **or**
- Has diplomatic privileges and immunities; **and**
- Is eligible for compensation under the FS or GS salary schedule; **and**
- Has a U.S. Social Security Number (SSN); **and**
- Is not a citizen of the host country; **and**
- Does not ordinarily reside in the host country; **and**
- Is not subject to host country employment and tax laws.

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; **or**
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has a legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; **and/or**
- Is subject to host country employment and tax laws.

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